

# COMPUTER CART GUIDELINES



The portable student laptop carts are now available for classroom usage. Currently, they are located in Lab 102; however, we are looking for brave volunteers on the second floor who wouldn't mind storing a cart in their classroom. Mike suggested the science department due to the larger space you have in comparison to others; however, until we can locate a home on the second floor, you must get the elevator key from the office in order to use the elevator to transport the cart to your classroom and then back to the lab.

Speaking of keys – since the carts are locked, you must also obtain the cart key from your department chairperson to unlock the laptops for usage. Please return this key when you are finished using the cart.

Before planning a lesson with your students, please consider the following guidelines Mike and I have developed for the use of the computer carts. If you have any recommendations and/or suggestions as to how these procedures can be improved, we're listening. In the meantime, please use those listed below:

1. Mike, John and/or I would like to be present the first few times the laptops are used your classroom – not because any of us are trying to be “Big Brother” but because there may be some network issues that need to be resolved as we begin to utilize the computers on the server. Therefore, please contact one or all of us when you plan your lesson so we can be there to support and assist you.
2. Sign-up sheets are located on each cart. Please be sure to plan in advance to use the laptops and at the same time if you know that your plans have changed and you will not need to use the laptops as scheduled, please remove your name from the sign-up sheet so others have the opportunity to utilize them instead.
3. Develop classroom procedures for the usage of student laptops. All computers are numbered, so we are recommending that you assign a specific laptop to each student and require the student to use the same laptop each time you use the portable lab in your classroom. First of all, this will allow you to keep track of any issues that may arise with a particular computer – technical, vandalism or otherwise; and secondly, students will have quicker access to applications once their log in and password is cached in the computer saving valuable class time. In addition, develop a specific process that you would like students to use when laptops need to be distributed and collected. Perhaps you can brainstorm some ideas with one other, and as you experiment with them, find out what tricks are most effective, and share them among yourselves. If we can create a consistent procedure for all students to use regardless of the class, that will also be a time saver in the end for teachers.
4. Check the computers at the beginning and end of each class, especially to make sure all of the track points are still intact. Report any issues and/or damage immediately.
5. Make sure students plug the laptops in as they are returned to the cart. This will ensure the battery is continually charged. Also, keep in mind that the laptop has a battery life of about two hours on a good day – so please consider this issue when planning to use them. For example, if a portable lab is in use the first three periods of the day, you may not be able to utilize it until the batteries have had a chance to recharge. Just something to think about...
6. Obviously, no food or drinks are permitted during laptop usage.
7. Clorox wipes will be made available for each classroom upon request. Please use these to periodically clean the keyboards only. Have the students do this dirty work for you!

If you have any questions and/or concerns, please contact me!

Jamie ☺